

CENTER-BASED EMPLOYMENT

Service Description

H022-FG

~~As defined by the Arizona SFY 2010 Directory and Taxonomy of Human Resources, T~~his is a service that provides a controlled and protected work environment, additional supervision and other supports for individuals engaged in remunerative work either in a sheltered workshop or in the community.

This service, otherwise known as Center-Based Employment, provides Division memberseconsumers a healthy, safe, and supervised work environment. The Qualified Vendor pays memberseconsumers in accordance with State and Federal law for work the memberseconsumers perform.

Service Requirements and Limitations

1. ~~Center-based This~~ services ~~shall beare~~ provided in a Qualified Vendor owned or leased setting, where the majority of the individuals have disabilities and are supervised by paid Qualified Vendor staff. The setting must be inspected by the Department's Office of Licensing, Certification, and Regulation ("OLCR") and approved by the Division as defined in Arizona Administrative Code (A.A.C.) in R6-6-1505.
2. The setting shall be a work environment. Center-Based Employment program participants must be primarily engaged in work and work-related activities.
3. ~~This s~~Service is considered to be habilitation.
4. ~~MembersConsumers~~ authorized for this service must have work-related habilitative goals and objectives with an employment outcome.
5. This service shall not be delivered in a licensed group home or developmental home.
6. This service shall not be provided in the same room at the same time as a Day Treatment and Training service.

Service Goals and Objectives

Service Goals

1. To provide memberseconsumers with gainful, productive, and paid work.
2. To support memberseconsumers in developing skills, abilities, and behaviors that will enable them to most fully realize their vocational aspirations and support their transition into a more integrated employment setting if they desire.

Service Objectives

The Qualified Vendor shall ensure that the following objectives/~~outcomes~~ are met:

1. Ensure the ongoing availability of paid work in an amount adequate to the number of ~~memberseconsumers~~ in the program.
2. Participate with the ~~memberconsumer~~'s ~~planning team~~ [e.g., Individual Support Plan ("ISP") team] to develop and implement ~~an planning document ISP~~ that identifies vocational outcomes in accordance with the ~~memberconsumer~~'s long-term employment goal.
3. Provide each ~~memberconsumer~~ with training related to the specific skills required to perform the work available through the center-based employment program.
4. Provide each ~~memberconsumer~~ with training related to generic work skills (e.g., staying on task, attention to detail, ~~etc.~~) and appropriate work habits/ethics.
5. Evaluate the performance and general job-related skills of each ~~memberconsumer~~ and identify both strengths and barriers to success/progressive movement.
6. In consultation with the ~~memberconsumer~~'s ~~planning~~ISP team, develop strategies to capitalize on strengths and remove or minimize barriers to success/progressive movement.
7. As needed, assist ~~memberseconsumers~~ with basic personal care needs, including lavatory and mealtime assistance.
8. Provide each ~~memberconsumer~~ with the opportunity to participate in a variety of work opportunities. This includes introducing the ~~memberconsumer~~ to integrated work environments to evaluate appropriateness for progressive moves.
9. Participate with the ~~memberconsumer~~'s ~~planning~~ISP team in making referrals to Vocational Rehabilitation for progressive moves.

Service Outcomes

1. ~~Paid work shall be available to Memberseconsumers shall be engaged in paid work~~ at least seventy-five percent (75%) of the ~~time they are in attendance at the programeenter's workweek. Alternate activities when paid work is not available shall focus on generic work skills and appropriate work habits/ethics, and accommodate all participants.~~
2. ~~At least seventy five percent (75%) of consumers will meet their annual vocational goals, as defined in their ISP.~~
23. At least ten percent (10%) of ~~memberseconsumers~~, based on the ~~agency's~~Qualified Vendor's -average daily attendance over a one (1) year period, will be identified for a progressive moves ~~to community integrated employment (i.e., Group Supported Employment~~

~~or Individual Supported Employment) from center-based employment within a six (6) month period.~~

- ~~3. Documentation of these service outcomes shall be included in the aggregate program status report to each Division's District Program Manager/designee where the service is being performed (see "Recordkeeping and Reporting Requirements" below).~~

Service Utilization Information

1. The maximum daily utilization shall not exceed ~~eight-seven~~ (87) hours per day.
2. It is anticipated that ~~T~~this service is ~~to be~~ provided ~~at a~~ with an average ratio of ~~no more than~~ one (1) direct ~~service~~ staff person to six (6) ~~memberseconsumers~~ (1:6). It is anticipated that all participants may need intermittent direct one-on-one (1:1) assistance/supervision in order to respond to personal hygiene or other personal needs. The facility shall provide sufficient direct ~~serviceeare~~ staff to manage and supervise ~~memberseconsumers~~ in accordance with their collective ~~planning documents~~ISP.
- ~~The Qualified Vendor shall provide transportation to and from the program for any member needing transportation, when the member does not live in a licensed residential setting.~~
3. Unless otherwise approved by the ~~Division's~~ District Program ~~Administrator~~/Manager or designee, ~~this~~ services shall only be provided to ~~memberseconsumers~~ twenty-two (22) years of age or older.
4. This service ~~be~~shall not be provided concurrently with other employment support services (i.e., Group Supported Employment and Individual Supported Employment). However, a ~~membereconsumer~~ may receive different employment support services at different times within a given day.
5. Any change in the type of employment services a ~~membereconsumer~~ receives must have the consent of the ~~memberindividual's~~ ~~planning~~ISP team and the District Program Manager/designee, and have a current authorization prior to a change in service type. This also applies to moves to day program services from Center-Based Employment services. The failure of the Qualified Vendor to secure paid work opportunity is not a sufficient basis for making a move from Center-Based Employment services to day program services.

Rate Basis

1. Published. The published rate is based on one (1) hour of direct service.
2. The Division has established a separate rate for this service when the service is delivered to a ~~membereconsumer~~ residing in a low-density zip code area. The low-density rate has a premium over the standard rate for this service. The Qualified Vendor shall bill the Division the low-density rate only after it receives authorization from the ~~District DDD~~ Program ~~Administrator~~/Manager/~~or~~ designee.

3. Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes, billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, *RateBook*, and/or other provider resources made available by the Division.

Direct Service Staff Qualifications

The Qualified Vendor shall ensure that direct service staff is trained in developing and teaching meaningful employment related activities (e.g., hygiene, punctuality, time on task, supervisory relationships, co-worker relationships, job interviewing, etc.) for the ~~member~~consumers that they support in the center.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor~~s~~ shall maintain individual ~~member progress notes and~~ production records on a daily basis documenting time spent in paid work and time spent in alternative activities for each consumer engaged in paid work.
- ~~1.2.~~ The Qualified Vendor shall keep copies of each ~~member~~consumer's schedule, including any changes, as well as daily records of the number of hours each ~~member~~consumer attends the Qualified Vendor's program. The time begins when the Qualified Vendor assumes responsibility for the ~~member~~consumer and ends when the Qualified Vendor ends this responsibility. Total time shall not include any time spent during transportation to/from the ~~member~~consumer's residence.
3. The Qualified Vendor shall ~~maintain~~keep daily records as proof of the number of hours worked by each ~~each~~ direct service staff ~~spends~~ providing direct services to ~~member~~consumers in the program.
 - 3.1 Only the time when ~~member~~consumers are present in the program shall be counted as direct service.
 - 3.2 Each time sheet, equivalent document, or data system- must contain the original signature or other independent verification (such as an attendance log that has been signed by the member/member's representative or the direct service staff who documents the member's arrival and departure) after service delivery confirming the hours worked. Proof of hours worked must be signed or verified by the member/member's representative/agency representative before the Qualified Vendor submits the claim for payment.
4. —The Qualified Vendor shall submit quarterly individualized progress reports on the each ~~member~~consumer to the ~~member~~consumer's ~~Support Coordinator~~Division and member/member's representative ~~within thirty (30) days after the close of the quarter.~~unless

the member/member's representative has requested not to receive them.- The quarter is based on the calendar year and the reports are due no later than the fifteenth (15) day following the end of the quarter. The Qualified Vendor shall refer to the Division's Provider Manual for guidance on report due dates and minimum content of the reportsmember's annual planning cycle. The first quarterly progress report is due no later than the fifteenth (15th) day following the end of the quarter in which the service is initiated. Subsequent quarterly progress reports are due no later than the fifteenth (15th) day following the end of the quarter.

4.1 At a minimum, the report shall include a written summary describing specific service activities, overall progress specific to planning document outcomes, performance data that identifies the member's progress toward achievement of the established outcomes, and current and potential barriers to achieving outcomes.

5. The Qualified Vendor shall provide an comprehensive aggregate programeconsumer status report using Division forms ~~every six (6) months~~ to each District Program Manager-/designee (where the service is being performed) ~~within thirty (30) days after the close of the periodno later than the thirty-first (31st) day of January and AugustJuly.~~

6. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.

7. The Qualified Vendor shall submit the teaching strategies that were developed for the member's habilitative outcomes to the member's Support Coordinator for planning team review no later than twenty (20) business days following the initiation of service for a new or a continuing placement and whenever a new outcome has been identified for the member. The Qualified Vendor shall maintain a ledger and documentation (e.g., receipts) that accounts for the expenditure of all member funds used.